SUGGESTED ACTIVITIES	TEACHING AIDS AND RESOURCES
Our own jobs and responsibilities Definition of a job Jobs we have had Home (paid and unpaid) Community (paid and unpaid) Responsibilities of the job Jobs we should know about Jobs and job categories Places of employment and job categories	Trips: Arrange visits by groups or for individual pupils to observe workers on their jobs.
Discussion: KEEPING A JOB AND GAINING ADVANCEMENT Importance of good health Diet Sleep and rest Recreation and exercise Medical and dental examinations and treatment Importance of good personal appearance and grooming Personal hygiene Clothing Appropriate to the job Type Style Protective - where necessary In good repair Make-up and hair style Importance of good social attitudes Self-confidence Cooperation Cheerfulness Ability to accept criticism Ability to mix with others Ability to mind own business Initiative Good manners	

4 Pg 4

JUNIOR HIGH VOCATIONAL ORIENTATION

BASIC SKILLS	BOOKS AND MATERIALS
III. Development of Individual for Occupational Placement and Job Retention (Continued)	

SUGGESTED ACTIVITIES	TEACHING AIDS AND RESOURCES
Importance of good work habits Regularity and punctuality on the job Loyalty to the employer Honesty and reliability Following employer rules and directions Know and observe rules regarding reporting time, "punching in," relief periods, lunch time, wash-up time. Pay close attention to directions as to your job. Do not "guess" as to what you are supposed to do. Ask to have directions repeated or explained when you do not understand. Following safety regulations Observe regulations as to proper clothing. Observe regulations as to proper protective equipment, such as goggles, gloves, shoes, hair nets. Observe regulations regarding use of equipment. Observe regulations regarding stacking and storage of products.	Pictures showing persons properly and safely dressed for various types of jobs. Pictures showing safety devices in use. Notebooks of information gathered about proper health, and safety on the job.
Craft and Construction: Construct useful household and personal items that might otherwise have to be purchased. Make a "personal grooming" kit for a boy or girl.	
Dramatizations and Games: How courtesy or rudeness affects holding a job. An employer and personnel director discussing whom to promote to work requiring greater responsibility. Why a certain employee must be discharged. An interview with an employee Being promoted Being discharged	